FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, March 7, 2016

MINUTES - DRAFT

Attending:

Mayor David Ryder Councilor Terry McAvoy
Councilor Greg Sirois, Chair Councilor Dennis Marble
Councilor Ivan McPike Councilor Stephen Wilde
Councilor Mark Cormier Town Manager Angus Jennings
Assessor Kelly Karter

Councilor Sirois called the meeting to order at 6:00 p.m.

- **1.** Meeting Minutes February 16, 2016 Meeting There was a Motion and a second to approve the February 16, 2016 minutes as written. Approved 7-0.
- **2.** Review & Sign Warrants Warrants were reviewed and signed by Committee members.

3. Old Business

- a. Service Fees
 - 1. Abatements
 - 2. Process for Collections > Manager Jennings summarized the materials in the meeting packet. Since the Service Fee invoices were sent to six property owners in the fall, partial payment was received from five, along with requests for abatement of the remaining amounts based on the 2% limitation in the Ordinance. The sixth property owner has not paid the fee in any amount, and in reviewing prior years' records it does not appear has paid in the past, and has contested the applicability of the fee. Manager Jennings said that he felt that the five abatement requests were properly before the Council (subject to this Committee's referral), and that it is his opinion that the sixth property is subject to the Service Fees Ordinance. He sought the Committee's advice regarding whether to proceed with further collection efforts.

Councilor Wilde agreed that the sixth property should be included. Councilor Marble also agreed, pointing out that other properties on the list also provide mental health services and are not strictly residential properties. Councilor McAvoy said it seems that they're hanging their hat on the phrase "rental income." Manager Jennings invited Assessor Karter to summarize the methodology by which her office calculates the fees, and she did so.

Motion by Councilor Marble, seconded by Councilor Wilde, to recommend Council acceptance of the five abatement requests. Approved 7-0.

Motion by Councilor Wilde, seconded by Councilor McAvoy, to recommend Council approval to proceed with collections relative to the sixth property (dba Hampden Meadows). Approved 7-0.

- b. Update on Meeting Recordings Manager Jennings notified the Committee that progress has been made on securing a worker to operate the A/V equipment to record the Council meetings, and to record the RSU-22 Board meetings relative to FY17 budgeting. Resident Bill Shakespeare has been getting trained on the equipment by IT Specialist Kyle Severance. Chairman Sirois thanked Shakespeare for his work.
- c. HVAC System Quote Referral from Infrastructure Committee Councilor Marble reported on the Infrastructure Committee's recommendation that the Council accept the bid from Penobscot Temperature Controls to install a remote controller to operate the HVAC system in the Municipal Building for \$900.35. Manager Jennings reported that adequate funds are available in the Municipal Building Reserve Account. Motion by Councilor Marble, seconded by Councilor Wilde, to recommend the work. Approved 7-0.

4. New Business

a. Budget Adjustment for TIF CEA Payments – Manager Jennings summarized his memo included in the meeting packet regarding the need to properly budget funds to meet the Town's obligations under the Credit Enhancement Agreements (CEAs) associated with approved TIF agreements. The funds were properly reported to Maine Department of Revenue, and were taken into account in establishing the FY16 mil rate, but do not appear correctly on the approved budget sheet. Councilor McAvoy asked how the CEA amounts due were derived, and how the timing of their payment related to receipt of tax revenues. Assessor Karter described how the amounts were

determined, and Manager Jennings confirmed that CEA payments are not sent until the Town has received 100% of the tax revenues due. The portion of taxes received that is sent back to the property owners is based on the approved percentages in the TIF and CEAs. Motion by Councilor Marble, seconded by Councilor McPike, to recommend Council approval of the FY16 budget adjustment in the amount recommended by the Manager. Approved 7-0.

- b. Town Manager Angus Jennings 6-Month Evaluation Process Mayor Ryder handed out copies of the Town Manager's employment contract, which provides for a six-month evaluation by the Council. Manager Jennings said he would email the Councilors the evaluation form that has been used in prior years. Mayor Ryder directed that each Councilor complete the form and return it to him directly, and that he would then prepare an evaluation taking into account the feedback he receives from the Councilors.
- c. Foreclosed Properties Request to Advertise for Public Sale
 - Map 13, Lot 27-A Kathleen Henry
 - Map 41, Lot 18 Sherri Chen
 - Map 1, Lot 56 Brian Sullivan
 - Map 3, Lot 18-A Highland Ridge Real Estate

Manager Jennings summarized the information in the packet regarding the four properties that have proceeded to foreclosure due to unpaid property taxes. Motion by Councilor Wilde, seconded by Mayor Ryder, to recommend that the Council authorize the Town Manager to proceed with public listing of the properties for sale after notice pursuant to the Sale of Town Owned Property Ordinance. Approved 7-0.

- **5.** Public Comment *None.*
- 6. Committee Member Comments Councilor Sirois reported that he has heard that the RSU-22 Board is close to an agreement with the teachers union, and that he's heard it could include a 9-12% pay increase over the course of three years. Manager Jennings reported that the RSU-22 Budget Hearing is scheduled for March 29.

There being no further business, the meeting was adjourned at 6:42 p.m.

Respectfully submitted – Angus Jennings Town Manager